475:25-1-2. General information

Registrants shall be required to maintain records, reports, and inventory in accordance with this Chapter and pursuant to Title 21 Code of Federal Regulations, and Title 63 Okl.St.Ann. §2-307, except Schedule I medical marijuana registrants shall be required to maintain readily-retrievable inventory tracking, records, and reports in the format set forth in OAC 310:681-5-6.

475:25-1-3. Persons required to keep records and file reports

(a) Each registrant shall maintain the readily-retrievable records and inventories and shall file the reports required by this Chapter, except as exempted by this Section. Any registrant who is authorized to conduct other activities without being registered to conduct those activities pursuant to 475:10-1-7 shall maintain the records and inventories and shall file the reports required for persons registered to conduct such activities. This latter requirement should not be construed as requiring stocks of controlled dangerous substances being used in various activities under one registration to be stored separately, nor that separate records are required for each activity. The intent of the Oklahoma State Bureau of Narcotics and Dangerous Drugs Control (OBN) is to permit the registrant to keep one set of records which are adapted by the registrant to account for controlled dangerous substances used in any activity. Also, the Director does not wish to require separate stocks of the same substance to be purchased and stored for separate activities. Otherwise, there is no advantage gained by permitting several activities under one registration. Thus, when a researcher manufactures a controlled item dangerous substance, he/she must keep a record of the quantity manufactured; when he/she distributes a quantity of the item, he/she must use and keep invoices or order forms as required by Title 21 Code of Federal Regulations, to document the transfer. When substances are used in chemical analysis, he/she need not keep a record of this because such record would not be required of him/her under a registration to do chemical analysis. All of these records may be maintained in one consolidated record system. Similarly, the researcher may store all of his/her controlled item dangerous substances in one place and every two (2) years take inventory of all items on hand, regardless of whether the substances were manufactured by him/her, purchased domestically by him/her, or whether the substances will be administered to subjects, distributed to other researchers, or destroyed during chemical analysis. This may be accomplished by keeping a log for administering similar to that kept for dispensing.

(b) A registered individual practitioner is required to keep readily-retrievable records with respect to all controlled dangerous substances listed in Schedules II through V which he/she prescribes, administers, or dispenses in the lawful course of his/her professional practice. Practitioners shall keep a suitable book, file, or record in which information pertaining to controlled dangerous substances dispensed by the practitioner shall be preserved for a period of at least two (2) years and be available to designated law enforcement officers for their inspection and copying. These records will be maintained separate and apart from all other records.

(c) A registered individual practitioner is required to maintain patient records for any individual receiving controlled dangerous substances whether by prescribing, administering, or dispensing. Such record will contain as a minimum the patient's full legal name, date of birth, residence address, last physician seen and when, chief complaint, and notations of date, amount, and type of controlled dangerous substance for each occasion the patient receives a controlled dangerous
substance, and diagnostic and medical procedure reports. Such records should contain additional identifying information when possible, including, but not limited to, social security number or driver's license number, telephone number, next-of-kin, and general physical description of the patient. This includes authorization of refills and the number of refills authorized on the original prescription.

(d) A registered person using any controlled dangerous substance in preclinical research or in teaching at a registered establishment which maintains records with respect to such substances is not required to keep records, unless so ordered by the Director for cause, if he/she notifies the Oklahoma State Bureau of Narcotics and Dangerous Drugs Control of the name, address, and registration number of the establishment maintaining such records.

475:25-1-4. Maintenance of records and inventories

(a) Every inventory and other record required to be kept by the Uniform Controlled Dangerous Substances Act and this Chapter shall be kept by the registrant and be available for at least two (2) years from the date of such inventory or record. Schedule I medical marijuana inventory and records shall be kept for at least seven (7) years from the date of such inventory or record. Every inventory and other record required to be kept shall be available for inspecting and copying by authorized peace officers or officers of agencies specifically directed to enforce the State of Oklahoma or the United States controlled dangerous substances laws, pursuant to and in the manner prescribed by Title 63 Okl.St.Ann. § 2-502, and if applicable, Title 21 Code of Federal Regulations § 1304.04, and this Chapter.

(b) Each registered manufacturer and distributor shall maintain inventories and records of controlled substances as follows:

(1) Inventories and records of controlled dangerous substances listed in Schedules I and II shall be maintained separately from all other records of the registrant.

(2) Inventories and records of controlled dangerous substances listed in Schedules III, IV, and V shall be maintained separately from all other records of the registrant.

(c) Each registered individual practitioner required to keep records and institutional practitioners required to keep records shall maintain inventories and records of controlled dangerous substances in the manner prescribed in (b) of this Section.

(d) Each registered pharmacy shall maintain the inventories and records of controlled dangerous substances as follows:

(1) Inventories, records, invoices, and purchase records of all controlled dangerous substances listed in Schedules I and II shall be maintained separately from all other records of the pharmacy, and prescriptions for such substances shall be maintained in a separate prescription file and be readily retrievable.

(2) Inventories, records, invoices, and purchase records of controlled dangerous substances listed in Schedules III, IV, and V shall be maintained separately from all other records of the pharmacy and be readily retrievable. Prescriptions for such substances shall be maintained in separate prescription files for controlled dangerous substances listed in Schedules III, IV, and V and shall be readily retrievable from the other prescription records of the pharmacy.

475:25-1-9. Inventories of manufacturers
Except for Schedule I medical marijuana registrants, inventories of manufacturers of controlled dangerous substances shall conform to Title 21 Code of Federal Regulations, §1304.11.

475:25-1-10. Inventories of distributors
Except for Schedule I medical marijuana registrants, each person registered or otherwise authorized to distribute controlled dangerous substances shall include in his/her inventory the same information required of a manufacturer pursuant to Title 21 Code of Federal Regulations, §1304.11.

475:25-1-14. Records for manufacturers
Except for Schedule I medical marijuana registrants, records for manufacturers of controlled dangerous substances shall conform to Title 21 Code of Federal Regulations, §1304.22.

475:25-1-15. Records for distributors
Each person registered or otherwise authorized to distribute controlled dangerous substances, except for Schedule I medical marijuana registrants, shall maintain records with the following information for each controlled dangerous substance:
1. The name of the substance.
2. Each finished form (e.g., 10-milligram tablet or 10-milligram concentration per fluid ounce or milliliter) and the number of units or volume of finished form in each commercial container (e.g., 100-tablet bottle or 3-milliliter vial).
3. The number of commercial containers of each such finished form received from other persons, including the date and number of containers in each receipt and the name, address, and Federal Drug Enforcement Administration registration number of the person from whom the containers were received.
4. The number of commercial containers of each such finished form imported directly by the person, including the date of, the number of commercial containers in, and the import permit or declaration number for each importation.
5. The number of commercial containers of each such finished form distributed to other persons, including the date and number of containers in each distribution and the name, address, and Federal Drug Enforcement Administration registration number of the person to whom the containers were distributed.
6. The number of commercial containers of each such finished form exported directly by the person, including the date of, the number of commercial containers in, and the export permit or declaration number for each exportation.
7. The number of units or volume of finished forms and/or commercial containers distributed or disposed of in any other manner by the person (e.g., by distribution as complimentary samples or by destruction), including the date and manner of distribution or disposal, the name, address, and Federal Drug Enforcement Administration registration number of the person to whom distributed, and the quantity of the substance in finished form distributed or disposed.

475:25-1-16. Records of scientific researchers
Each person registered or otherwise authorized to conduct scientific research with controlled dangerous substances and required to keep records shall maintain records with the following information for each controlled dangerous substance:

1. The name of the substance.
2. Each finished form (e.g., 10-milligram tablet or 10-milligram concentration per fluid ounce or milliliter) and the number of units or volume of finished form in each commercial container (e.g., 100-tablet bottle or 3-milliliter vial).
3. The number of commercial containers of each such finished form received from other persons, including the date of and number of containers in each receipt and the name, address, and, if applicable, Federal Drug Enforcement Administration registration number of the person from whom the containers were received.
4. The number of units or volume of such finished forms and/or commercial containers disposed of in any other manner by the registrant, including the date and manner of disposal and the quantity of the substance in the finished form disposed.

475:25-1-17. Records of scientific analytical laboratory activities
(a) Each person registered or otherwise authorized to conduct scientific analytical laboratory activities with controlled dangerous substances shall maintain records with the following information to the extent known and reasonably ascertainable by him/her for each controlled dangerous substance:

1. The name of the substance.
2. The form or forms in which the substance is received, imported, or manufactured by the registrant (e.g., powder, granulation, tablet, capsule, or solution) and the concentration of the substance in such form (e.g., C.P., U.S.P., N.D., 10-milligram tablet or 10-milligram concentration per milli-liter).
3. The total number of the forms received, imported, or manufactured (e.g., 100 tablets, 30 1-milliliter vials, or 10 grams of powder), including the date and quantity of each receipt, importation or manufacture, and the name, address, and Federal Drug Enforcement Administration registration number, if any, of the person from whom the substance was received.
4. The quantity distributed or destroyed in any manner by the registrant (except quantities used in chemical analysis or other laboratory work), including the date and manner of distribution or destruction and the name, address, and Federal Drug Enforcement Administration registration number, if any, of each person to whom the substance was distributed.

(b) Records of controlled dangerous substances used in chemical analysis or other laboratory work are not required.

(e)(b) Records relating to known or suspected controlled dangerous substances received as evidentiary material for analysis are not required under (a) of this Section.

(d)(c) Each person registered as a scientific analyst to conducting scientific analytical laboratory activities of anonymous samples of suspected controlled dangerous substances shall maintain records containing the following information (to the extent known and reasonably ascertainable by him/her):

1. Laboratory identification number.
2. Date the sample was received.
3. Purported contents and actual identification.
(4) Quantity received.
(5) Form of sample (i.e., powder, liquid, tablets, etc.).
(6) Description of sample.
(7) Quantity utilized in analysis.
(8) Disposition of sample.
(9) Street price, if known.
(10) Method shipment is received.
(11) Each laboratory shall submit to the Oklahoma State Bureau of Narcotics and Dangerous Drugs Control (OBN) a quarterly report containing at least the following information:
   (A) Actual content of drug analyzed.
   (B) Alleged content of drug analyzed.
   (C) Description of sample.
   (D) Origin of sample.
   (E) Street price, if known.

(e)(d) Qualitative and Quantitative analysis may be conducted of anonymous samples. However, to prevent the possibility of illegal drug traffickers utilizing these laboratories as quality control, only qualitative results may be given to the donor. Analysis should be sufficient to determine if the strength is so great that use would be harmful to the user. In these cases, the submitter can only be told what the drug was and that use would be dangerous.

(1) Security of standards and samples, including Schedule I medical marijuana, shall be in accordance with 475:20-1-6 and 475:20-1-7, with the exception that all standards and samples must be treated as Schedules I and II.
(2) Any unused portion of a submitted anonymous sample shall be disposed of in accordance with 475:35-1-4.
(3) All controlled dangerous substances distributed to drug canine handler registrants and scientific research registrants shall be analyzed quantitatively, and a record of such analysis shall be maintained prior to distribution. Oklahoma State Bureau of Investigation has discretion to refuse to distribute any controlled dangerous substances. Each such registrant shall receive a copy of the quantitative analysis.